



## Kootenay Boundary Community Services Cooperative – *Job Posting*

### **Regional SKY (Safe Kids & Youth) Coordinator**

Reporting to the Executive Director, the Regional SKY Coordinator's role is to oversee the development and implementation of the Safe Kids & Youth (SKY) Coordinated Response in the West Kootenay Boundary region. The SKY Coordinated Response aims to ensure that children and youth in our region who come forward about their experiences of abuse, violence or neglect receive the best possible response from the range of services they connect with. Coordination and collaboration among the various agencies and service providers are key to creating the intended result.

Working closely with the seven Local SKY Coordinators and through consultation with the Regional SKY Advisory Committee, the Regional SKY Coordinator plans, organizes, and directs all regional SKY activities, consistent with KBCSC Board approved policies, and the goals and objectives outlined in the relevant contracts with project funders.

This position is starting as soon as possible. Work hours are flexible, 15 hours per week until March 31, 2019, with the potential for continuation depending upon funding. The position requires a post-secondary degree in a relevant discipline; knowledge of the issues of child/youth abuse and violence, including their relationship to larger health and social issues; understanding of the Child/Youth Advocacy Centre model; significant experience in project management, community development, relationship building, budgeting and grant writing; excellent communication and public relations skills; and skills with web-based tools and technology.

This position is based in Nelson and part-time telecommuting will be considered. Access to a vehicle, valid driver's license and successful criminal record check is required. A full job description is included below.

Please forward your resume with references to **info@thekoop.ca**. The closing date is September 7, 2018 or until the position is filled.



***Job Title:***                    **Regional Safe Kids & Youth (SKY) Coordinator**

***Job Summary:***            Responsible for overseeing the development and implementation of the Safe Kids & Youth (SKY) Coordinated Response in the West Kootenay Boundary region. The SKY Coordinated Response aims to ensure that children and youth in our region who come forward about their experiences of abuse, violence or neglect receive the best possible response from the range of services they connect with. Coordination and collaboration among the various agencies are key to creating the intended result.

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***Reports To:***                KBCSC Executive Director

***Key Duties and Responsibilities:***

- a.) Works collaboratively with 7 Local SKY Coordinators to support them in implementing their local SKY ‘cooperation agreements’ and working with their local multi-disciplinary SKY teams.
- b.) Advocates for the involvement of stakeholders from all the relevant disciplines across the region who work with children and youth who come forward with experiences of abuse or violence. Strengthens connections and promotes collaboration between the various disciplines.
- c.) Ensures deliverables are met for project funders; drafts reports required for funders, including information from local SKY Coordinator reports; ensures local SKY Coordinators have the necessary templates to submit their reports; tracks when reports are due and submits to funders by the deadlines.
- d.) Coordinates the financial management of the SKY project, in consultation with the Executive Director and Finance Coordinator.
- e.) Applies for additional funding when identified by stakeholders as necessary for additional aspects of SKY, or to continue the project at the end of the current funding term.

- f.) Organizes and facilitates monthly Coordinators meetings and semi-annual Regional Advisory Committee meetings.
- g.) Facilitates communication about SKY with stakeholders across the region by email and through the website. Develops and maintains a list of regional stakeholders. Maintains positive working relationships with regional stakeholders. Engages positively and effectively with the media.
- h.) Communicates effectively about the development of our unique rural model with stakeholders outside of the region. Represents SKY and the KBCSC in a positive and professional manner.
- i.) Participates in provincial and national CAC/CYAC network meetings and conference calls, and other relevant networks, conferences, meetings, and events.
- j.) Works with the External Evaluator and the local SKY Coordinators to develop evaluation plan and tools for tracking cases wherever possible; works with local SKY Coordinators to ensure data is being collected while prioritising client needs and applicable privacy laws. Participates in provincial CAC/CYAC network evaluation initiatives.
- k.) Identifies regional training needs and organizes relevant trainings as possible within the project budget.
- l.) Provides monthly reports to the Executive Director and KBCSC Board of Directors.

***Qualifications:***

A university degree in a relevant discipline(s), and related professional certificates.

Experience and training in project management.

Experience and training in community development.

Experience and training in Collective Impact.

Evidence of expertise in relationship building.

Evidence of expertise in securing funding.

***Job Skills and Abilities:***

Excellent presentation, public relations, oral, written and interpersonal communications skills.

Demonstrated teamwork, leadership, and administrative skills.

Demonstrated skills in project and program planning and management.

Knowledge of the issues of child/youth abuse and violence, including their relationship to larger health and social issues.

Thorough understanding of the Child (and Youth) Advocacy Centre model.

Demonstrated ability to work with diverse stakeholders, including police, child protection, victim services, crown counsel, schools, health care, and community social service agencies; and to maintain regular outreach / connections with stakeholders in order to keep SKY a strong presence in our region.

Demonstrated ability to organize and facilitate meetings and events involving multi-agency stakeholders.

Demonstrated ability to prioritize and problem solve situations and tasks.

Demonstrated skills in securing funding, including grant/proposal writing.

Highly organized and fluent in office procedures and systems.

Demonstrated ability to manage contact lists, distribute project updates, and update website.

***Additional Information:***

The ability to function independently and as a team member, frequently under pressure, while managing multiple concurrent aspects of the project and deadlines including effectively managing multi-agency collaborative groups.

***Working Conditions:***

**Hours:** According to contract and funding available (15 hours/week confirmed until March 31, 2019)

**Schedule:** Flexible, but must include monthly staff meeting

**Wages:** As negotiated, depending on experience and education

**Benefits:** Available according to the guidelines of the Co-op benefits package

**Probation:** Three months in the position

**Conditions:** Satisfactory Criminal Record Check, Valid BC Driver's License and ability to travel